

NineSigma Job Description

Job Title: Sales Analyst
Department: Sales
Reports To: SVP Sales & Marketing

CORPORATE OVERVIEW

NineSigma, located in Beachwood, OH, works with Fortune 500 companies to connect them to new sources of innovation from the global research and innovation community. We are considered a thought leader in the fast-growing area of Open Innovation. We are engaged by our clients to lead transformation efforts that help our clients to develop new processes for finding new sources of innovation. Our client industries are varied and include Aerospace, Automotive, Chemical, Consumer Products, Materials, Prepared & Processed Foods, and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

The Sales Analyst will work under the direction of the marketing team to assist on tasks and/or projects as needed. The position requires 15+ hours per week.

- Very strong Excel skill (ability to develop detailed spreadsheets, Macros, etc.)
- Ability to layout easy to follow, logical spreadsheets
- The ability to aggregate data from multiple sources and assimilate it into usable reports
- 15+ hours per week total
 - Includes 4-5 hours on weekends (from home) or early Monday for report development
 - Must be available to work Mondays until 11AM
- Help setting up meetings and travel logistics
- Some other general administrative tasks

DESIRED RESPONSIBILITIES (these duties are desired, but not essential):

- Sales Territory Management experience
- Database experience
- Experience interfacing with multiple sales people

QUALIFICATIONS:

- Excellent oral and written communication skills
- Attention to detail
- Able to handle multiple tasks and meet strict deadlines
- **Cross-platform proficiency**
 - Microsoft Office (Excel, Powerpoint, Word, Access)
- Independent self-starter
- Knowledge of the internet to generate needed information
- Previously worked in the office environment
- **Located in Greater Cleveland / Surrounding area.**

PHYSICAL DEMANDS:

Reliable transportation is expected.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk, hear and visually view items. The employee is required to use hands to finger, handle or feel and reach with hands and arms. The employee is often required to stand and walk and must be able to lift and/or move up to 15 – 20 pounds.

WORK ENVIRONMENT:

- Non-smoking environment
- No firearms allowed

Please submit a letter and resume via email to:

Kennon@ninesigma.com